



## ***Instructions for filling in the funding application form 2013***

- 1. Fill in your society name where it states**
- 2. Fill in your name as treasurer/captain in the section where it asks for treasurer name**
- 3. Fill in your total funding request where it states**
- 4. Fill in the table item by item, only fill in the FIRST 3 columns, the "Total" will fill in by itself**
  - **Please fill this table in in the order of necessity** – ie. things such as court hire should be first, desirable but unnecessary items should be last.
  - Please do think about the rank order, if the societies budget won't cover everyone's application I will begin to take-away funding from items at the bottom of the table.
- 5. Fill in the account balance with the balance in your society account** so that it correlates with the bank statement that you give me.
- 6. Fill in the unpaid expenses with anything that you still need to pay**, ie. if you are yet to pay someone back for buying something put this in here.
- 7. DO NOT fill in the expected funding box.**

### **A few rules**

In light of past problems with insurance, will all societies please check if they need insurance to take part in activities or to enter leagues.

Societies that make frequent use of UCS provided facilities such as the JCR or Bentley Road Sports Ground are also asked to bear this in mind when considering how much funding they deserve. There are also the following restrictions placed on funding applications:

**Sports Kit:** Any kit bought by clubs using money from the Societies Budget should be a complete set, intended for communal use over a number of years. Money from the UCS should not be used to subsidise kit bought by individual members or personalised kit.

**Food and Drink:** Money from the Societies Budget may be used to provide food and drink at an event and to cover the ***costs of any guests dining at Clare and two committee members may also be funded to dine with the guest per each event, up to a total of £20 per event.*** However, it must NOT be used to treat committee members to a drink or a meal after events. You all take part in these committees voluntarily and hence, should you want to have a committee formal, for example, you should pay for this from your own pockets.

**Subject-Specific Societies:** Any society related to a particular subject (or group of subjects) that receives money from the UCS must advertise their events to every member of the UCS. They may, however, reserve the right to prioritise attendance to such events to those studying that particular subject.

**Retrospective funding:** Please bear in mind that claiming funding for something that has already been paid for is not allowed, and will be looked very severely upon. You are expected to use funding allocated to you to budget for the entire year.

### **Other point of note**

#### **Necessary information to send to me:**

- ***A current bank statement***
- ***A short paragraph about the society for the website***

If you cannot do either of these please contact me as soon as possible to explain why you can't. I do not wish to refuse funding to any society, but as I have made them necessary to receive funding, unless a good reason is given as to why they have not been presented to me I can refuse to grant your funding application. Furthermore, if I have two societies I feel equally deserving of the last £200 of the budget and one of them has fulfilled my criteria and the other hasn't, of course the one that has fulfilled my criteria will be seen in a more positive light than the one that hasn't.

**Any questions please feel free to contact me (Ollie Russell – olr22)**

**President** Henry Peto  
**Vice-President** Kyriacos Koumi  
**Secretary** Jennifer Boddy  
**Treasurer** Oliver Russell  
**Senior Treasurer** Dr J. Tasioulas

The UCS is affiliated to Cambridge University Students Union and the Nation Union of Students.